



DEPARTMENTS OF THE ARMY AND AIR FORCE

JFHQ-LA NGLA-JPM-HA
5445 Point Clair Road
Gillis Long Center
Carville, Louisiana 70721

STATEWIDE AGR VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: LA 1731454-A

OPENING DATE: 7 July 2016

CLOSING DATE: 28 July 2016

UMDA POSITION TITLE: Production Controller Aircraft

UMDA MAX AUTH GRADE: MSgt/E7

DUTY AFSC: 2A373

AREA OF CONSIDERATION: Current enlisted members in the Louisiana Air National Guard

OCCUPATIONAL REQUIREMENTS:

Incumbent is subject to uncommon tours of duty, rotational shift assignments and overtime duty. May be required to fly in military aircraft or commercial aircraft for TDY purposes. Participation with unit of assignment during UTAs, annual training, deployments, special projects and exercises is required.

QUALIFICATION REQUIREMENTS:

- Compatible AFSC: 2A3XX
- Member must meet physical qualifications IAW Chapter 7, ANGI 36-101, AFI 48-123.
- Member must also meet the requirements of AFI 36-2903, AFI 36-2905, and other regulations as required.
- No record of disciplinary action that resulted in an Article 15 or Unfavorable Information File.
- No history of emotional instability, personality disorder, or other unresolved mental health problems.
- No record of alcohol or substance abuse, financial irresponsibility, domestic violence, or child abuse.
- No record of disciplinary action (Letter of Reprimand [LOR] or Article 15) for committing acts of malpractice or misconduct as defined in AFRSI 36-2001, *Recruiting Procedures for the Air Force*, engaging in an unprofessional or inappropriate relationship as defined in AFI 36-2909, *Professional and Unprofessional Relationships*, or documented failures (LOR or Article 15) to exercise sound leadership principles with respect to morale or welfare of subordinates.

KNOWLEDGE, SKILLS, AND ABILITIES (KSA) REQUIRED FOR THIS POSITION:

1. Knowledge of maintenance function, the various shops and policies, regulations, instructions and procedures governing production control.
2. Skilled in computer operations to include automated data systems, database, spreadsheet and word-processing programs.
3. Skill in the use of the terminology and data pertaining to aircraft maintenance operations.
4. Ability to perform preliminary planning estimating and scheduling aircraft maintenance operations.
5. Ability to communicate clearly both written and verbally
6. Ability to work under limited supervision.

SUMMARY OF DUTIES:

-- Implements preliminary (advance) maintenance plans for assigned weapon systems and schedules immediate maintenance for transient aircraft. Designates, maintains and monitors current maintenance repair priorities of aircraft to ensure actuality and compliance with flying schedules. Authorizes and assigns aircraft maintenance jobs, job control numbers either manually or through a computerized maintenance system, work priorities, and start and completion times for scheduled and unscheduled maintenance of aircraft. Conducts the control and dispatch of shop assignments. Monitors progress of job completion by dispatched personnel. Controls maintenance on assigned aircraft and related support and training equipment. Takes prompt and decisive action to make on- the-spot adjustments to maintenance repair priorities necessitated by unscheduled maintenance requirements, and incorporates all unscheduled maintenance into a daily plan.

-- Maintains visual aids depicting status of maintenance actions in progress, specialist availability and status of aerospace vehicles, aerospace ground equipment (AGE), training equipment, transportation and tow vehicles, munitions loads, arming of guns and munitions, and location of aircraft and dispatched AGE. Maintains a visual schedule of daily flying, noting deviations and cancellations.

-- Coordinates with Materiel Control on mission capable (MICAP) and non-mission capable status (NMCS) of parts, adjustments to in-shop work priorities, and verification of urgency of need designators. Determines the source of supply for cannibalization actions.

-- Coordinates with Quality Assurance on functional check flight (FCF) requirements, Air Operations on flying schedule, other maintenance shops for coordination of repair work and with other functional areas as required.

-- Requests necessary support services such as fire-fighting activity standby, fuel and defuel and civil engineer support. Directs physical movement of aircraft and aerospace ground equipment.

-- Controls the maintenance communications and transportation systems to provide for the effective transmission of information and movement of material and maintenance personnel.

-- Develops and maintains current procedural check sheets for use during actions such as mass loads combat turnaround, broken arrow (nuclear emergency), emergency notification, aircraft crash, flight line

fire, severe weather warning evacuation. Monitors and revises the sequence of preselected aircraft required for contingency commitments.

-- Makes required inputs to the automated data system and retrieves data and/or computer generated products as required.

-- Conducts training of assigned military personnel.

-- Performs other duties as assigned.

EVALUATION PROCESS:

Applicants will be evaluated solely on the information provided in the application. Experience will be evaluated based on the relevance to the position for which application is made and whether it is full-time or part-time. In addition to experience, credit will also be given for military training and self-development, civilian and military awards and education.

APPLICATION PROCEDURES:

- NGB Form 34-1
- Resume and/or statement of civilian/military experience/education may be submitted with your packet. Ensure to focus on official military training when the standards were exceeded and explain any particular item the board may question.
- Applicants indicating education above the high school level must attach appropriate documentation. Education includes Trade/Business schools, military service schools, and extension/correspondence courses successfully completed.
- Two full length photographs (snapshots acceptable) date within 1 year.
- *(1) one in service dress*
- *(2) one in light blue shirt/blouse long or short sleeves.*
- Copy of both sides of state driver's license.
- Copy of last three enlisted performance reports. *(If three EPRs are not available, the Airman must include a letter of recommendation or performance from the military command.)*
- Copy of latest Report on Individual Person, (Records Review Rip).
- Copy of latest Point Credit Summary.
- Copy of all DD Form 214/NGB Form 22
- Copy of AF Form 422
- Copy of latest Air Force Fitness Management System (AFFMS) printout showing a score of at least 75% date within 1 year.
- Letter of Recommendation(s) (If Applicable)
- Other additional documentation (If Applicable)

LOCATION: 159TH FW, NAS-JRB, BELLE CHASSE, LA

This position is located in the Job Control Section of the Maintenance Control Branch. The purpose of this position is to provide planning, scheduling and control of aircraft maintenance through a variety of support maintenance shops.

TECHNICIAN ANNOUNCEMENT: This position is also being advertised under Technician Vacancy Announcement LA 1731454-T which is open until 28 July 2016. Personnel desiring to apply for the Technician Position must do so under Technician Vacancy Announcement.

*****LOUISIANA NATIONAL GUARD MEMBERS – Acceptance of this position may result in the loss of contracted incentive(s). For further details, contact the LANG State Incentive Manager, at (504) 391-8336*****

How to Apply

Application packets must be received at: Gillis Long Center, ATTN: NGLA-JPM-HA, MSgt Cassie L. Ellis, 5445 Point Claire Rd, Carville, LA 70721 or scanned to: cassie.l.ellis.mil@mail.mil in a PDF file, NLT close of business (1600 hrs) on closing date. Confirmation of receipt of application is the responsibility of the applicant. POC is MSgt Cassie L. Ellis at (225) 319-4853, DSN 435-4853.